



MINUTES

Greenville Transit Authority
Committee of the Whole Meeting
October 16, 2020
Virtual Webex Meeting

Attending

- Board Members:** Mr. Stephen Astemborski, Scott Craig, Ms. Addy Matney (Treasurer), Mr. David Mitchell, Mr. Dick O’Neill (Chairman), Ms. Amanda Warren (Vice Chair)
- City Staff in Attendance:** Karen Crawford (Comptroller), Jasmin Curtis (Safety and Operations Manager), Dorothy Dowe (City Council), Matt Efird (OMB Director), James Keel (Transit Director), Kristina Junker (Budget Administrator), Nicole McAden Marketing and Public Affairs Mgr.), Matthew Rehnborg (Transit Planner), Jason Sanders (Fleet Manager)
- Others in Attendance:** Asangwua Ikein (County Transit Planner)

Mr. Dick O’Neill, Board Chair, called the meeting to order at approximately 9:30 a.m.

A quorum established via roll call.

Action Item: Approval of August 21, 2020 Committee of the Whole Minutes

Mr. David Mitchell made a motion to approve the August 19, 2020 Committee of the Whole Minutes.

Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Presentations:

Quality of Service – (Safety & Operations Manager Jasmin Curtis):

- Fixed Route trips were on-time 80% of the time in September; trips were late 16% of the time, and early 4% of the time. One missed trip for the month. Trolley on-time performance rose to 75%. GAP on time performance 98%. GAP had no long trips.
- No accidents per 100 revenue miles.
- Missed passengers decreased after increasing capacity to 20 riders per bus. One founded complaint and one unfounded complaint.
- One TDP vacancy filled. Seven in the hiring process. This leaves two openings to fill.

Reliability of Service – (Fleet Manager Jason Sanders):

- Farebox caused the most failures. Five major road calls. All scheduled preventative maintenance work was completed on-time in September, except for two jobs that were done early. Cutaway reliability goals met. Diesel and electric performance was close to the goal.

Quantity of Service – (Transit Planner Matthew Rehnborg):

- Ridership close to where it has been for the month of September. For ridership by mode, trolley was down by 1,000 riders. GAP ridership increased by 100 riders. Total ridership, revenue miles, and revenue hours by month is holding steady. Total ridership numbers down 1/3 compared to last year. TouchPass usage is still at around 19% of all fare payments. Overall trend for trolley ridership shows gradual increase month over month since trolleys re-launched in June. Trolley Routes 901 and 902 are major ridership generators. GAP ridership cancellations increased. Clemson ridership down slightly. Rt. 602 had major increase in September due to service resuming twice an hour.

Marketing Report – (Marketing and Public Affairs Manager Nicole McAden):

- One new contract for Riggs Partners in the amount of \$655.80. Ad revenue received since July 1 is \$12,385.50.
- Labor Day closure covered. Human trafficking survey and campaign covered by various outlets. City of Greenville employees riding the bus to get more people to take the Census covered by the Greenville News. Name the Bus Contest in GVLtoday newsletter.
- Presentation to Michelin Young professionals as part of their United Way Kickoff. This will be an interactive webinar. Youth Commission & Art in Public Places Commission joint contest with Greenlink to get high school students to submit artwork to be installed in our bus stop shelters. Proterra signed on to sponsor a fare free day on Election Day. Greenlink staff presented lesson on Transit Planning to six Clemson graduate students at Clemson University. Sam Jones gave a training to all AmeriCorp members which consisted of 23 persons on how to help their clients navigate the Greenlink bus system.

54 **City's Monthly Financial Reports for August – (Kristina Junker, Budget Administrator)**

- 55 • Passenger revenue down in August. Salary and wages slightly higher. Full-time salaries is higher by around
- 56 \$61,000. Overtime lower by around \$28,000. Fuel costs are down. Average cost-per-gallon diesel this year is
- 57 \$1.47; it was \$2.12 last year. Electric bus parts down by around \$53,000. Insurance slightly higher due to
- 58 refurbished buses and Proterra buses. Federal grant receipts are down \$46,000 due to electric bus parts
- 59 purchased prior year. State grants are higher than prior year due to reduction in passenger fare revenue. Local
- 60 contribution reflects new 60/40 funding split between the City and the County. Federal capital grants revenue
- 61 lower than prior year and reflects funding for two cutaway vehicles and midlife overhauls for previous year. State
- 62 revenue is lower due to state capital funding for midlife overhaul prior year. City of Greenville revenue is higher
- 63 by \$42,000 due to midlife overhauls for current year. Greenville County funding increase of \$63,000 for local
- 64 capital received. Capital investment lower than prior year due to interest rate being less than 1% now versus
- 65 2.279% the last year.
- 66 • Accounts Payable at the end of August was \$612,000. Everything paid now except what is owed to the FTA.
- 67 • Accounts Receivable at the end of August was \$412,809. Majority was received in September and October.

68 **Unfinished Business**

69 **Discussion – Multi-Day Pass Outreach Plan (Nicole McAden):** This is an update on what is being proposed to the

70 public. Most peer transit agencies offer 7 day passes. Outreach schedule presented to seek feedback. Outreach will

71 start November 16 and will include tabling events and Sam Jones will ride buses. The amount for seven day passes for

72 peers went as high as \$19. Staff is proposing to get feedback on 7-day pass at \$14, 10-day pass at \$18 and 14-day

73 pass at \$25. Ms. McAden reviewed her methodology for coming up with the proposed amounts. For the survey, staff is

74 seeking input from actual riders. Staff will bring info back to the COW at December 11 meeting for discussion and

75 review. At this meeting the COW will decide whether to move forward with sending a recommendation to the

76 December 17 Board Meeting. Ms. McAden reviewed the schedule for November 16 – 21 Outreach Blitz. Mr. Craig

77 asked what staff hopes to accomplish by offering a new pass option. He was informed that the Information Booth has

78 been getting feedback from passengers requesting this type of pass. Greenlink also continues to have issues with the 20

79 ride pass and paying for transfer with this pass. Transfer fee would be eliminated with new pass. Ms. Matney

80 questioned whether staff could show any cost savings for passengers by using this type of pass.

81 **New Business**

82 **Action Items: GTA Invoices (Presented by Kristina Junker):**

Date	Vendor	Description	Invoice #	Amount
10-8-20	City of Greenville	Sept 2020 expenses	86879	434,732.60
9-30-20	GMV Syncromatics	ITS install for Buses 2020 & 2021	123506	3,425.00
9-28-20	Kimball Communications	Two-way radio speaker mics (2)	39086	205.94
9-18-20	Proterra	Bus parts – air filters	1019913	96.34
10-5-20	Truck Pro Holding Corp	Shop equipment	022-0749169	10,033.56
9-21-20	Wausau Tile	Safety barriers	606648	2,335.86
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2789088	-973.00
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2789076	-1,599.00
9-30-20	Willis Towers Watson	Charter Oak Fire Insurance Co. Credit	2788505	-2,178.00
6-28-19	Willis Towers Watson	Reversing duplicate credit	2418040	1,950.00
Total				\$448,029.30

85 **Ms. Addy Matney made a motion to recommend payment of invoices totaling \$448,029.30. This is subject to the**

86 **availability of funds. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.**

87 **Action Item: Wendel Contract for Architecture, Engineering and Design Services (James Keel):** Contract would be

88 funded through 5339B grant awarded in 2018.

89 **Mr. David Mitchell made a Motion to recommend that the Board Chair be authorized and directed to execute and**

90 **deliver a contract for architecture, engineering, and other services related to the design of an Operations and**

91 **Maintenance facility with Wendel companies, Inc. for the amount of \$2,817,266.00. Mr. Scott Craig seconded the**

92 **motion. There is no opposition. The recommendation will go to the full board for approval.**

96 **Action Item: Samsara Network Contract for Driver Modification System (James Keel):** This is part of our agency
97 safety plan. Contract is for delivery and installment of product. The terms of contract will be three years, with two one
98 year extensions. This would put equipment on each vehicle to provide real time feedback to Administration, increase our
99 safety score and fully comply with our agency safety plan which was outlined for the FTA. The payoff is being able to
100 look at driver behavior and work to correct unsafe habits and potentially see insurance savings. This is an operating
101 capital item.

102 **Mr. Scott Craig made motion to recommend that the Board Chair be authorized and directed to execute and deliver**
103 **a contract for vehicle-based driver modification system with Samsara Networks, Inc. for the amount of \$41,328.**
104 **Mr. David Mitchell seconded the motion. There is no opposition. The recommendation will go to the full board for**
105 **approval.**

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107 **Action Item: Brasco Contract for Bus Stop Amenities (James Keel):** Initially, we will have new shelters and benches,
108 solar lighting, trash cans, and shelter schedule holders. Can purchase additional items.

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110 **Mr. Scott Craig made motion to recommend that the Board Chair be authorized and directed to execute and deliver**
111 **a contract for bus shelter and bus stop amenities with Brasco International for the amount of \$61,025 for the initial**
112 **order. Ms. Addy Matney seconded the motion. There is no opposition. The recommendation will go to the full**
113 **board for approval.**

114
115 **Action Item: Coach Crafters Contract for Driver Barriers on Gillig buses (James Keel):** With COVID, staff realized
116 the need to install some type of barrier between the driver and general public. Bus driver assaults increased across the
117 country. The City put out an RFP and two proposals received. One from Coach Crafters for Gillig buses and one from
118 Queen City Engineering for Proterra buses. Due to difference in vehicles, we want to make awards to both.

119
120 **Mr. David Mitchell made motion to recommend that the Board Chair be authorized and directed to execute and**
121 **deliver a contract for driver safety barrier delivery and installation with Coach Crafters, Inc. for \$87,100. Mr. Scott**
122 **Craig seconded the motion. There is no opposition. The recommendation will go to the full board for approval.**

123
124 **Action Item: Queen City Engineering Contract for Driver Barriers on Proterra Buses (James Keel):**

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126 **Mr. David Mitchell made motion to recommend that the Board Chair be authorized and directed to execute and**
127 **deliver a contract for driver safety barrier delivery and installation with Queen City Engineering & Design PLLC for**
128 **\$11,000. Mr. Scott Craig seconded the motion. There is no opposition. The recommendation will go to the full**
129 **board for approval.**

130
131 **Action Item: Budget Amendment for Architecture, Engineering and Design Services and Bus Driver Barriers (James**
132 **Keel):**

133
134 **Ms. Addy Matney made a motion to approve and adopt the fiscal year 2020-2021 Capital budget amendment**
135 **number 2 which amends the capital budget by \$2,915,326 to include cost for Driver Safety Barriers and the**
136 **Architecture and Engineering expenses for the design of the new Greenlink Operations and Maintenance facility.**
137 **Mr. Stephen Astemborski seconded the motion. There is no opposition. The recommendation will go to the full**
138 **board for approval.**

139
140 **Action Item: 2021 GTA Meeting Dates (Nicole McAden):** Proposed draft schedule presented. The Board Meeting
141 schedule needs to be submitted to the City Clerk's office by next month. Vote to be taken at next board meeting.

142
143 Mr. Keel stated the board needed to think about GTA sustainability goals as far as the make-up of the fleet. We
144 currently run diesel and electric. The Board needs to decide fleet mix, because the number of vehicles requiring
145 different fuel and charging stations will directly reflect how much capital GTA is going to request in federal grants and
146 will guide how we outfit the new maintenance facility. Board must decide whether we want to purchase all electric,
147 diesel or CNG vehicles. There are other options such as Hydrogen. Board needs to decide goals to set and try to meet.
148 Ms. Matney stated that a Board workshop would be helpful in order to evaluate this. We need to make affordable



MINUTES

149 investments. Mr. Keel needs this information for the updated TDP. Staff will put together dates for a work session to
150 have this one session meeting.

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152 **Mr. Stephen Astemborski made a motion to adjourn. Mr. David Mitchell seconded the motion to adjourn. There is**
153 **no opposition. The motion carries.**

154
155 Minutes were transcribed by Lorrie Brown and distributed via email on Wednesday, October 21.